



Applicant Handbook



Small Water System Operator Expense Reimbursement Grant

You are eligible for this program if you meet *all* of the following:

- You are employed by a water system serving a population of 3,300 or less
- Your water system is designated community or non-transient/non-community by DHS

We want to provide you the opportunity to reach your goals!

The California Department of Health Services in partnership with CPS Human Resource Services has introduced the Expense Reimbursement Grant Program, conducted under a grant from the U.S. Environmental Protection Agency, which gives money to Small Water System Op-



erators (serving community and non-transient/non-community populations) for attending training to qualify for and take the operator certification exams and to complete continuing education requirements for renewing certifications. This program operates on a reimbursement basis and is intended to provide opportunities to Small Water System Operators at **little or no cost**.

The program is administered through a contract between the California Department of Health Services and CPS Human Resource Services. CPS conducts the necessary administrative functions to assure that Small Water System Operators are reimbursed for the following:

Eligible Specialized Training Courses

Operator Certification Examinations

Operator Certification Fees

Continuing Education

Quick Reference Guide:

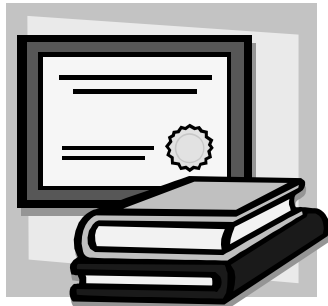
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Human Resource Services

Operator Certification Background

Treatment: In 1971, laws and regulations governing the certification of potable water treatment facility operation were enacted. These regulations established the level water at which treatment facilities should be manned, es-



tablished minimum qualifications for testing at each of the five grade levels, and established criteria for the renewal and revocation of certificates. These regulations govern a program consisting of ~13,000 certified water treatment operators.

Treatment and Distribution: In 1998, the US EPA released Guidelines for the Certification and Recertification of Operators of Community and Non-transient Non-community Public Water Systems. Based on these guidelines, state regulations governing the certification of potable water treatment operators were revised to include distribution operators. These regulations became effective in January 2001. The new distribution grades were designated D1 through D5.

The Expense Reimbursement Grant (ERG) Program is being established under a grant from the US Environmental Protection Agency. The ERG program's purpose is to enable all Small Water System (SWS) operators to become

certified at the proper level for duties they perform. It will:

- provide education, training, certification and certification renewal opportunities for SWS operators
- provide those opportunities at little or no cost to SWS operators
- operate on a reimbursement basis

The ERG Program is administered through a contract between DHS and Cooperative Personnel Services (CPS). CPS will conduct the necessary administrative functions to assure that SWS operators are reimbursed for eligible specialized training courses, operator certification examinations, operator certification, continuing education and certification renewal costs.

For more information
on operator certification
and the drinking water
program, visit the DHS
website at
[http://www.dhs.ca.gov/ps/
ddwem/technical/
certification/opcert.html](http://www.dhs.ca.gov/ps/ddwem/technical/certification/opcert.html)

Who must be certified?

A: All individuals who operate or supervise the operation of a drinking water treatment facility must possess a water treatment operator certificate. Additionally, some distribution operators must possess distribution operator certificates. An individual who makes decisions addressing the operational activities identified in the Operator Certification Regulations subsection 63770(b) must possess a



distribution operator certificate.

An individual who makes decisions addressing the operational activities identified in subsection 63770(c) must possess a distribution opera-

tor certificate or possess a treatment operator certificate and have appropriate training to make such decisions.

An individual who makes decisions addressing the operational activities identified in subsection 63770(d) must possess either a distribution operator certificate or a treatment operator certificate. To read more on Operator Certification Regulation 63770, go to <http://www.dhs.ca.gov/ps/ddwem/technical/certification/opcert.html>

Signing Up for the Expense Reimbursement Grant

The Expense Reimbursement Grant program is designed to assist small water system operators who need to obtain or renew certificates required for their facilities. In order to participate in the Small Water System Operators Expense Reimbursement Grant you must be currently employed with a water system that serves less than 3,300. The water system must be designated as a community or non-transient/non-community system. Small water systems designated as transient/non-community systems are not eligible.

If you are unsure if your water system meets these criteria, give us a call! (866) 867-3594. CPS is here to help and we can search the DHS list of eligible water systems to help

you verify your eligibility.

If you meet these qualifications your first step is to complete the Application for Small Water System Operators Expense Reimbursement Grant. There is a sample of this form on page 10.

You can complete the form online at the CPS website (www.cps.ca.gov/tlc/sws) or make a copy of the one in the Appendix and fill it out by hand. If you choose to fill out and submit the application online, you MUST also mail a print out with your original signature (blue ink) to our offices.

Return the completed application to CPS Human Resource Services, SWS Operators Expense Reimbursement Grant, 241 Lathrop Way,

Sacramento, CA 95815.

You will receive notification of the acceptance of your application and your current status (training/certification level). If you are applying for an exam, you DO NOT need to fill out a separate application with DHS. Simply fill out Section 7 completely and be sure to enclose a check for the exam fee. Checks should be made payable to DHS-OCP.

You will be reimbursed for any exam fees after the exam has been completed upon submittal of a claim form.

There are also directions on page 9 to help you in filling out the application form.

*Please refer to the
Appendix for
program
application and
claim forms.*

I'm signed up for the reimbursement project, now what?

Once you have received a letter or email notifying you of your application acceptance and current status you can submit a claim form.

When you register for a certification test or course you will need to pay for it at the time you register. CPS cannot give you money in advance. CPS can only reimburse you after your completion, when you submit a claim form.

Be sure to include all original receipts for expenses incurred. Your claim will be put on hold if you do not attach the proper receipts. This may

delay your reimbursement.

For mileage you can claim reimbursement for .34 cents per mile for actual miles traveled (up to 100 miles each way) to and from courses.

You are also eligible to receive reimbursements for course tuition and book costs. For course tuition costs you can be reimbursed up to \$15.00 per contact hour. Books are reimbursed at no more than \$150.00 per class. If your receipts indicate that your actual course or books fees were less than the maximum amount you will be

reimbursed actual costs up to the maximum amount.

Return the completed claim form (with original receipts) to CPS Human Resource Services, SWS Operators Expense Reimbursement Grant, 241 Lathrop Way, Sacramento, CA 95815.

A sample claim form and directions for completing it can be found on pages 11-12.

Distribution and Treatment Certification

CPS has partnered with DHS to offer small water system operators assistance in applying for exams and courses and in receiving reimbursements for expenses.

If you are a small water system operator who needs to apply for an exam you have the option of filling out the application in the appendix of this packet and return it to CPS with the appropriate fees. CPS will then review the application and forward

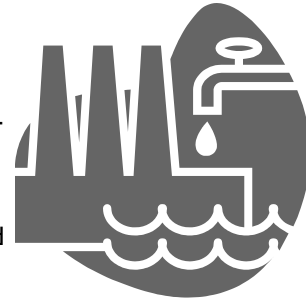
it to DHS to enroll you in the exam.

You do not need to complete a new application each time you apply for course reimbursement.

However, if you need to apply for an additional exam or fail an exam and need to retake it, you will need to provide CPS

with the exam application provided by DHS. This form can be found at <http://www.dhs.ca.gov/ps/ddwem/technical/certification/opcert.html>

Applicants can be reimbursed the first time they fail the exam. Applicants will again be reimbursed **only** if they pass the exam on the second attempt. A second fail will not be reimbursed.



CPS will reimburse

you for specialized

training courses

taken prior to your

Grade I exam.

D1 and T1 Exam and Certification

To take the certification exam you must have one of the following minimum requirements. Applicants for Grade I do not require any additional courses

Minimum Requirements

- High school diploma or
- GED or
- Successful completion of Basic Small Water Operators Course or
- 1 Year of relevant experience (see FAQs for definition).

if they have met one of these criteria.

All Grade I applicants who meet one of the above requirements will be able to apply for the Grade I exam. Applicants are encouraged to take specialized training courses prior to taking the exam. This training will be reimbursed and may also be applied to Grade II requirements.

Upon successful completion of the Grade I exam, applicants will be qualified to apply for reimbursement of the special-

ized training, testing, and certification fees incurred.

D2 and T2 Exam and Certification

Grade II applicants who have met all the minimum require-



ments (see D1 and T1 above) will be required to take additional specialized training.

Applicants must show proof that they have successfully completed **one** specialized training course that is *at least* 36 hours to sit for the exam.

This 36-hour specialized training course is reimbursable. Applicants will fill out an expense claim form (one per class) to receive funds. Applicants can sit for the exam when this 36 hour course is completed. Please refer to the information on specialized training on page 6.

The exam costs will also be reimbursed. Applicants can be reimbursed the first time they fail the exam. Applicants will again be reimbursed **only** if they pass the exam on the second attempt. A second fail will not be reimbursed.

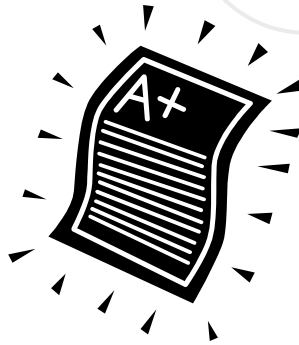
D3 and T3 Exam and Certification

Grade III applicants who have met all the minimum requirements (see D1 and T1 on the previous page) will be required to take additional specialized training.

Applicants must show proof that they have successfully completed **two** specialized training courses that are at least 36 hours each to sit for the exam.

These two 36-hour specialized training courses are reimbursable. Applicants will fill out an expense claim form (one per class) to receive funds. We will not reimburse

an exam taken for a grade level higher than the water system the applicant works for (i.e., an applicant cannot be reimbursed for completing a D-4 exam while working for a Grade III water system). If you believe you have a special situation that requires you to take a higher level exam, please contact CPS at (866) 867-3594.



Exam Dates and Locations

CPS will reimburse program participants for exam fees. Here is some information on when exams take place to help you plan your coursework.

Water Treatment

Exams for the Water Treatment certification are normally held at 1:00pm on the third Saturday in November and the third Saturday in May of each fiscal year.

Water Treatment exams will be held in suitable sites in or near Eureka, Redding, Sacramento, Fresno, Los Angeles, San Jose, Santa Barbara, San Bernardino, San Diego and Vallejo.

Water Distribution

Exams for the Water Distribution certification are normally held at 1:00pm on the third Saturday of October 2004,

2005, 2006 and the third Saturday in April 2005, 2006, 2007.

Water Distribution exams will be held in suitable sites in or near Bakersfield, Eureka, Fresno, Martinez, Modesto, Northridge, Oceanside, Orange County, Palm Springs, Pasadena, Redding, Sacramento, Salinas, San Bernardino, San Diego, San Jose, Santa Barbara, Santa Rosa, Sun City and Torrance.

Treatment and

Distribution exams

are offered twice per year (fall and spring)

in locations

throughout the state.

Exam and Certification Fees

CPS will reimburse you for the following test and certification fees. Keep in mind you will have to pay these fees upfront and then apply to be reimbursed.

As of July 2004

Grade	Exam Fee	Re-Exam Fee	Certificate Fee	Discount Fee*
1	\$50.00	\$30.00	\$70.00	\$55.00
2	\$65.00	\$45.00	\$80.00	\$60.00
3	\$100.00	\$70.00	\$120.00	\$90.00

*Discount fee applies to those operators that hold both a water treatment and a water distribution certificate. This fee does not pay for both certificates.

Specialized Training—Grades 2 & 3

CPS will reimburse the cost of specialized training courses required to take the water treatment and distribution exams above the Grade 1 level. The number of courses required increases with the level of certification according to Operator Certification regulations.

The specialized training requirements can be divided into two categories, the “primary” course and “supplemental” courses. The primary course required for

the water treatment exam is “Drinking Water Treatment.” The primary course required for the distribution exam is “Water Supply Principles.” The supplemental courses can be in drinking water or wastewater quality, drinking water or wastewater treatment, drinking water distribution, or drinking water or wastewater facility operation. Applicants may choose to take more than the required 36 hours of specialized training coursework for reimbursement. CPS can only

reimburse coursework once. A course cannot be reimbursed again during the recertification process. Courses may only be successfully completed once. Applicants will not be reimbursement for repeating a course they already passed. Applicants can be reimbursed the first time they fail a course. Applicants will again be reimbursed **only** if they pass the course on the second attempt. A second fail will not be reimbursed.

Continuing Education

Applicants who want to renew their certification are required to take continuing education courses before applying for re-certification. Continuing education courses must be taken within the renewal period. For a listing of acceptable continuing education courses, fees, and locations, please refer to the DHS website at: <http://www.dhs.ca.gov/ps/ddwem/technical/certification/opcert.HTML>

You may also contact CPS if you have any questions regarding courses. Please contact us prior to taking a course not on the list.

CPS will reimburse operators who had out of pocket expenses for continuing education courses that participants have not previously received reimbursement for. Courses taken for specialized training will not be reimbursed again to count as continuing education courses.

In order to receive credit for a continuing education contact hour the operator must provide the following information to allow the Operator Certification unit to verify the course:

Title – A descriptive title of the seminar or course so the subject matter can be reviewed.

Instructor – The individual, organization, or event that provided the continuing education contact hours.

Contact and phone number of continuing education provider – This information is required so that attendance and subject matter can be verified. The contact should be able to verify attendance with a sign-in/sign-out sheet, verify subject matter covered, and contact hours earned.

Location – The city and facility name where the course was held.

Date – The date(s) the contact hours were earned.

Number of contact hours – issued by the continuing education provider.

Be sure to be very complete with this information on your application. All information provided will be verified prior to reimbursement of costs for continuing education courses. Missing information will cause a delay in reimbursement.

If you hold both a water treatment certificate and a distribution certificate you

can use the same contact hours to renew both certificates as long as those contact hours were taken within both renewal periods. You will not be reimbursed twice, however.

Contact hours that were obtained outside of California are acceptable for continuing education as long as they meet the subject matter criteria and are verifiable. If the subject matter is “Regulations” the scope must be limited to California or Federal regulations.

Safety trainings that cover a topic related to safety in a water treatment plant or distribution system can be used for continuing education. The meeting must be at least one hour in length. Several shorter meetings cannot be combined to meet the one-hour minimum. Below is the maximum time of safety training that can be

Grade T1 and D1	= No more than 3 hours
Grade T2 and D2	= No more than 4 hours
Grade T3 and D3	= No more than 6 hours

Continuing Education Hours Required for renewal

Grade T1 and D1 = **12** hours
Grade T2 and D2 = **16** hours
Grade T3 and D3 = **24** hours

Certificate Renewal/Recertification

Applicants who are applying for certification renewal and have successfully met the minimum requirements will be able to apply for certification reimbursement using their expense claim form.

If the certificate was revoked as the result of negligence or fraud the operator cannot reapply for certification unless the revoked certificate is reinstated. If the certificate was revoked because the

operator failed to either pay the appropriate fees or to obtain the necessary continuing education credits the operator may reapply for certification.



CPS will also reimburse participants for any courses required for their certificate renewal as long as they have not been previously reimbursed for them. Please see the continuing education section on page 7 for more information.

Renewal Fees (as of July 2004)

Grade	Renewal Fee	Discount Fee*	First Late Fee	Second Late Fee
1	\$70.00	\$55.00	plus \$50.00	plus \$100.00
2	\$80.00	\$60.00	plus \$50.00	plus \$100.00
3	\$120.00	\$90.00	plus \$50.00	plus \$100.00

CPS will reimburse you for renewal fees. Keep in mind you will have to pay these fees upfront and then apply to be refunded.

*A discount is being offered to operators who are currently certified as both a water treatment operator **and** a water distribution operator. If you only have one certificate, you would need to submit the fee listed under *Renewal Fee*. If you hold both certificates, please submit the fee listed under *Discount Fee*. If you are certified as a distribution operator and a treatment operator you would pay a discount fee for your treatment certification *plus* a discount fee for your distribution certification as each becomes due. If payment is postmarked after the due date, a late fee will be charged. **Late fees will not be reimbursed.**

CPS will reimburse participants for renewal fees (not including late fees) for distribution and treatment certificates

Frequently Asked Questions



Have additional
questions about the
Small Water System
Reimbursement Grant
program?

Contact CPS at

(866) 867-3594

How do I know if I am eligible to participate in this program?

A: In order to participate in the Small Water Operators System Expense Reimbursement Grant you must be currently employed with a water system that serves less than a population of 3,300. The water system must also serve a community or non-transient/non-community population. Small water systems serving a transient population are not eligible.

What qualifies as 1 year of relevant experience?

A: If you are applying for a **grade D1 or D2 Only**, and you do not have a high school diploma or GED certificate, you must have one year of experience as an operator of a facility that requires an understanding of a piping system that includes pumps, valves, and storage tanks. If you are applying for a **grade T1 or T2 Only**, and you do not have a high school diploma or GED certificate, you must have one year of experience as an operator of a facility that requires an understanding of chemical feeds, hydraulic systems, or pumps.

How do I sign up for this program?

A: Complete the Application for Small Water System Operators Expense Reimbursement Grant online. This will ensure your application is immediately processed. Then return the completed application (with your original signature) to CPS Human Resource Services, SWS Operators Expense Reimbursement Grant, 241 Lathrop Way, Sacramento, CA 95815. Upon submittal and approval of this application you are now eligible to submit a reimbursement claim. You will receive a letter notifying you of the acceptance of your application and your current status (training/certification level).

I have finished my course work and testing. How do I get my expenses reimbursed?

A: You will need to complete the Operator Expense Claim. Read the directions carefully and be sure to provide all documentation (i.e., receipts, etc.). Return it to CPS Human Resource Services, SWS Operators Expense Reimbursement Grant, 241 Lathrop Way, Sacramento, CA 95815.

I submitted my Expense Claim. How long will it take to get my reimbursement ?

A: You can expect your reimbursement check in approximately 14 business days.

How do I apply for courses to complete my certification?

A: CPS does not administer any courses. You can receive more information on acceptable specialized training and continuing education courses on our website www.cps.ca.gov/tlc/sws

Is there a maximum amount that I can be reimbursed through this project?

A: Applicants will be reimbursed for actual miles traveled and allowed a maximum of 100 miles (one-way per day) at \$.34 per mile for courses required for certification. In addition to mileage, applicants will be reimbursed up to a maximum of \$150.00 per course for books, and \$15.00 per contact hour per course.

Can I receive an advance for the reimbursement?

A: Applicants cannot receive their reimbursement in advance.

Can my small water district apply for reimbursement if they paid for my course or certification costs?

A: No. Only individual small water operators are eligible to receive reimbursement funds.

May I apply for reimbursement more than once if I fail the first time?

A: Applicants will be reimbursed for one course that they have failed. If the applicant later passes that course they will then be reimbursed again. Applicants who fail a course for a second time will not be reimbursed.

If I complete an application for the SWS Expense Reimbursement Grant program, do I also have to complete the DHS application to take an exam?

A: No. If you are a small water system operator who needs to apply for an exam, you have the option of filling out the Small Water application online and returning it to CPS with the appropriate fees. CPS will then review the application and forward it to DHS to enroll you in the exam.

If I complete my application online do I still have to mail a copy?

A: Yes. An original signature is required for all applications and claim forms. Upon completing your online submission, print out the application or claim form and sign it. Then mail this copy with your original signature to CPS Human Resource Services, SWS Operators Expense Reimbursement Grant, 241 Lathrop Way, Sacramento, CA 95815

Application Instructions

Log on to our website www.cps.ca.gov/sws/tlc to complete your application online and have it immediately received for processing.

Section 1 Reason for Application – Check the box that pertains to why you are filling out the application. Carefully review these descriptions to select which is the appropriate box to check:

Operator Certification Exams and Fees– Applicants *must* meet one (1) of the following criteria to apply for an Exam.

- A high school diploma.
- A GED.
- One year as an operator of a facility that required an understanding of a piping system that included pumps, valves, and storage tanks.
- Successful completion of the “Basic Small Water System” course.

In addition to meeting one of the above criteria applicants are required to complete one course of 36 hours or more of specialized training for Grade 2 or two courses of 36 hours or more for Grade 3. Once the 36-hour course(s) have been completed applicants may apply for Grades 2 & 3 exams.

Operator Certification Fees Grades 2 & 3 – applicants who have already completed the Grades 2 & 3 exams, but need to apply for certification will select this option.

Eligible Specialized Training Grades 2 & 3 – applicants who plan to apply for the Grades 2 & 3 exams and fee, but have not yet met the qualifications for specialized training will select this option.

Continuing Education Grades 1, 2 & 3 – applicants who wish to renew their certification will be required to complete continuing education contact hours. The number of hours increases with

the level of certification. For a list of courses refer to our website www.cps.ca.gov/tlc/sws.

- Grade T1/D1 = 12 hours
- Grade T2/D2 = 16 hours
- Grade T3/D3 = 24 hours

Certification Renewal Costs Grades 1, 2 & 3 – applicants applying for certification renewal will select this option.

Section 2 Personal History – Fill in your personal history (name, address, social security number, etc.). Be sure to mark your operator number if you are currently certified as an operator in California, as this will be verified.

Section 3 Position Related Employment – Please answer the questions relating to your employment. You are required to provide this information and it will be verified. If you are currently the manager of a water facility select ‘yes’ when it asks. If you are not currently the manager of a water system, you are required to provide us with the manager’s contact information on the application. Your employment will be verified.

Section 4 Education – Complete the education information. If you do not have a high school diploma or a GED, you will need to have at least one (1) year as an operator of a facility, or the appropriate substitute course. Be sure you included this operator experience information in Section 3.

Section 5 Specialized Training – Read this carefully and check the box in the shaded gray if you meet the necessary criteria.

Section 6 Specialized Training Coursework – Fill in the information for specialized training courses that you have taken. One course totaling 36 hours is required for

Grade 2 exams and 2 courses (36 hours each) are required for Grade 3 exams. All coursework will be verified.

Section 7 Examination Information – In the first box write the number of the exam grade that you are applying for (i.e., D1 or T1). Fill in the appropriate exam fee. Refer to the fee table provided with this packet. If you select ‘yes’ to either of the first two questions asked, be sure to attach the required letter pertaining to each question.

Section 8 Continuing Training – This section is for certification renewals only. Read the information carefully and check the box in the shaded area if you have met the necessary criteria.

Section 9 Continuing Education Coursework – Provide us with the course information for courses taken for the continuing education requirements of certification. Coursework will be verified.

Section 10 Submittal Online– If you are submitting your application via the online database then click the submit button. Now print a copy of your application.



Section 11 Signature of Applicant – Sign to verify that all of the information provided in this application is correct and true. Please read this section carefully before you sign.

Mail this with an original signature to CPS at CPS Human Resource Services, SWWS Operators Expense Reimbursement Grant, 241 Lathrop Way, Sacramento, CA 95815. Please remember to include any applicable testing fees. **Make all checks payable to DHS-OCP.** CPS will forward your test registration application and fees to DHS.




Look for a sample application on page 10 for more details on how to complete the application form.

Sample Application

Small Water System Operator Expense Reimbursement Grant																																							
 APPLICATION FOR SMALL WATER SYSTEM OPERATORS EXPENSE REIMBURSEMENT GRANT 																																							
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7 Examination Information										
This application is for	Fee (see handbook)									
<input checked="" type="checkbox"/> D 2	\$65.00									
This Application is for	Preferred Exam Site (see handbook for a list of sites)									
<input checked="" type="checkbox"/> X Exam	Sacramento, CA									
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Do you have an ADA Title I disability/impairment for which you may need assistance during the exam? If yes, please enclose a letter (from a professional authorized to make such assessments) that describes the specific accommodations that will be required.										
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please indicate if your religious beliefs prevent you from taking the exam on Saturday. If yes, please enclose a letter from your church stating that you are a member in good standing, and why you cannot participate in a Saturday examination.										
<input type="checkbox"/> Yes <input type="checkbox"/> No If you checked "yes" above, please enclose required letter. Is letter enclosed?										
8 Continuing Education										
(For Grades 1, 2 and 3 certification renewals. All other applicants proceed to item 10.)										
Continuing education contact hours are required for the renewal of all water treatment and distribution certificates. Below are the amount of Continuing Education hours required for each grade:										
<table border="0"> <tr> <td>Grades T1 and D1 applicants:</td> <td>12 Hours of Continuing Education</td> <td>- No more than 3 hours</td> </tr> <tr> <td>Grades T2 and D2 applicants:</td> <td>16 Hours of Continuing Education</td> <td>- No more than 4 hours</td> </tr> <tr> <td>Grades T3 and D3 applicants:</td> <td>24 Hours of Continuing Education</td> <td>- No more than 6 hours</td> </tr> </table>		Grades T1 and D1 applicants:	12 Hours of Continuing Education	- No more than 3 hours	Grades T2 and D2 applicants:	16 Hours of Continuing Education	- No more than 4 hours	Grades T3 and D3 applicants:	24 Hours of Continuing Education	- No more than 6 hours
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Some courses are not presented in "contact hours" but in college units or CEU's, (Continuing Education Units). The number of contact hours per unit can vary among colleges and training providers but generally the following conversions will apply:										
<table border="0"> <tr> <td>1 CEU</td> <td>= 10 contact hours</td> </tr> <tr> <td>3 quarter units</td> <td>= 30 contact hours</td> </tr> <tr> <td>3 semester units</td> <td>= 45 contact hours</td> </tr> </table>		1 CEU	= 10 contact hours	3 quarter units	= 30 contact hours	3 semester units	= 45 contact hours			
1 CEU	= 10 contact hours									
3 quarter units	= 30 contact hours									
3 semester units	= 45 contact hours									

9 Continuing Education Coursework	
Course Subject	<input type="checkbox"/> Drinking Water Treatment/Distribution <input type="checkbox"/> Safety
Course Title	
Units/Hours	
Date Completed	
Instructor's Name	CE Provider's Name
CE Provider's Telephone Number	
Course Subject	<input type="checkbox"/> Drinking Water Treatment/Distribution <input type="checkbox"/> Safety
Course Title	
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Course Title	
Units/Hours	
Date Completed	
Instructor's Name	CE Provider's Name
CE Provider's Telephone Number	

4 Education	
Did you graduate from high school?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If not, do you possess a GED certificate?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Date (month/year)	Name of High School or Education Center
Location (city/state)	
If you are applying for a grade D1 or D2 Only , and you do not have a high school diploma or GED certificate, you must have one year of experience as an operator of a facility that requires an understanding of a piping system that includes pumps, valves, and storage tanks.	
If you are applying for a grade T1 or T2 Only , and you do not have a high school diploma or GED certificate, you must have one year of experience as an operator of a facility that requires an understanding of chemical feeds, hydraulic systems, or pumps.	
Work History	
From (month/year)	To (month/year)
12/02	current
Name of employer	Sacramento Rural Water
Address	241 Lathrop Drive Sacramento, CA 95815
Supervisor's Name	John Doe
Supervisor's Telephone Number	(866) 867-3594
Duties Performed—Attach additional sheet if necessary	
Worked in a system with pumps and storage tanks.	
5 Specialized Training	
(For Grades 2 and 3 Water Distribution and Grades 2 & 3 Water Treatment applicants only. Grade 1 applicants proceed to item 7.)	
You must fill in the course information below and attach legible copies of OFFICIAL TRANSCRIPTS or CERTIFICATES OF COMPLETION as proof of attainment of the required course work (certificates of completion must include the number of hours of instruction completed). <i>Please include only that information which verifies completion of the required course work.</i> PLEASE NOTE: COPIES OF REPORT CARDS OR UNOFFICIAL TRANSCRIPTS ARE NOT ACCEPTABLE VERIFICATION OF COURSE WORK.	
Each course must be a minimum of 3 units or 36 hours of continuous formal instruction and must be provided by an accredited academic institution or an organization accredited by the International Association of Continuing Education Training (IACET).	
Grade D2 applicants: One course covering the fundamentals of water supply principles.	
Grade T2 applicants: One course of <u>drinking water treatment</u> .	
Grade T3 applicants: Two courses, one of which must be in drinking water treatment, while the second course can be in drinking water or wastewater treatment, drinking water or wastewater quality, drinking water or waste water facility operation, or drinking water distribution.	
Grade D3 applicants: Two courses, one of which must be in water supply principles, while the second course can be in drinking water or wastewater treatment, drinking water or wastewater quality, drinking water or waste water facility operation, or drinking water distribution.	
6 Specialized Training Coursework	
Course Subject	<input type="checkbox"/> Drinking Water Treatment <input checked="" type="checkbox"/> Water Supply Principles <input type="checkbox"/> Supplemental Course
Course Title	Basic Water Supply Principles
Units/Hours	36 hours
Date Completed	7/15/04
Instructor's Name	Dr. Jones
College or Organization	DHS approved provider
Course Subject	<input type="checkbox"/> Drinking Water Treatment <input type="checkbox"/> Water Supply Principles <input type="checkbox"/> Supplemental Course
Course Title	
Units/Hours	
Date Completed	
Instructor's Name	
College or Organization	
10 SIGNATURE OF APPLICANT	
I, the undersigned, certify that I am the above-named applicant; that all statements made on this application are true and correct; that I understand that any misrepresentations may result in ineligibility for the examination applied for or revocation of any certificate granted, pursuant to Section 106576 of the Health and Safety Code.	
	09/21/04
Original Signature (Please sign in blue ink.)	Date
This information is required by the California Department of Health Services, Drinking Water Technical Programs Branch. The authority for maintaining the requested information is the California Code of Regulations, Title 22, Section 63810. All information required on the application form must be provided by the applicant. Failure to complete any portion of this form may result in delay or denial of eligibility for examination and/or certification. The information provided is used to evaluate the applicant's eligibility for examination as a water distribution operator. No transfers of this information are anticipated. For more information, or access to your records, contact the California Department of Health Services, Drinking Water Program, Operator Certification Unit, MS 7417, P.O. Box 997413, Sacramento, CA 95899-7413; telephone number (916) 443-5611.	

Claim Form Instructions

Fill out this form completely to receive approved reimbursement. Applicants will be reimbursed up to certain amounts pertaining to such items as book fees, course costs, mileage, etc. Applicants will be reimbursed for a course that they have failed only once. If the applicant later passes that course they will then be reimbursed again. Second fails in a course will not be reimbursed.

Personal Information –

This section on your expense claim asks for your personal information including the water system that you currently work for. Please fill this section out accurately and legibly in ink.

Course Information –

This section of the expense claim is for the course information for which you are applying for reimbursement. This includes course title, units/hours, the date the course was completed, the instructor's name, and the college or organization that you attended for these classes.

Claim – This section is for the type of expense claim you are filing. Indicate if the claim is for coursework costs, cost of certification or cost of certification renewal.

Expense Information –

This section of the expense claim is for the expense information that you have incurred. You will be reimbursed up to \$15 per contact hour, a maximum of \$150 per class for books, and actual mileage (a maximum of 100 miles each way)

at \$.34 per mile.

Item (1) fill in the date (month/day/year) of the course that you attended.

Item (2) fill in the time you left your home and arrived back at home.

Item (3) fill in the location of the college or organization that you attended to take the course(s).

Item (4a) write the amount of miles that you traveled to attend the course(s). This is the total mileage from your house to the location and back.

Item (4b) is for the total amount that you claim for reimbursement from the mileage. Take the total miles you drove and multiply that by .34; for example, if you drive 20 miles to the course and 20 miles back, you will multiply 40 miles by .34, which equals 13.60. You will write \$13.60 for (4b).

Item (4c) and item (4d) fill in other expenses you incurred, such as bridge tolls or parking fees required for the course. Be sure to attach original receipts for these fees or they will not be reimbursed.

Item (5) and item (6) are for the expenses incurred due to course and book costs. There are two separate columns, one for the course costs, and one for the book costs. Applicants will be reimbursed \$15.00 per contact hour and up to a maximum of \$150.00 per class for books.

Item (7) is for the total expenses for that day that you incurred. You will get this total by adding your totals from item (4b) and item (4c), item 4(d), item 5 and item 6.

Item (8) is the total from the reverse side of the claim if you used it for more space.

Item 9 is the sum of the totals from item (7) and



item (8).

Item (10) is for you to make your remarks on the other expenses you incurred as a result of the exam, certification or courses. Original receipts are required.

Submittal Online– If you are submitting your claim form via the online database then click the submit button. Now print a copy of your claim form.

Signature of Applicant – Sign to verify that all of the information provided in this application is correct and true. Please read this section carefully before you sign.

Mail a copy with an original signature (ink) to CPS at CPS Human Resource Services, SWS Operators Expense Reimbursement Grant, 241 Lathrop Way, Sacramento, CA 95815. Be sure to include all receipts and proof of course or exam completion.

Be sure to **attach**
receipts for any
expenses incurred
in Items 4, 5 and 6
or you will not be
reimbursed for them.

CPS Human Resource Services Small Water System Operators Expense Reimbursement Grant Operator Expense Claim														
Personal Info.	Claimant's Name Robert Benson								Phone/Fax (916) 555-1212				Mobile/Security # 555-55-5555	
	Residence Address 5555 Ivy Street Water system operators Name Horseshoe Bar Water District								City Courtown				State CA	
	System ID (edit numbers) 5 0 5 0 5 0 5 0 5								Work Phone (916) 274-1020				Zip Code 95959	
	Work Address 241 Lathrop Road								City Sacramento				State CA	
Course Info.	Course Title Water Treatment Series								Units/Hours 36				Date Completed 9/26/04	
	Instructor Name Ray Stevens								College/Organization/C Provider Any Provider				Phone Number 1-866-867-3594	
Claim	<div style="display: flex; justify-content: space-between;"> <div>Expense claim is for:</div> <div> <input checked="" type="checkbox"/> Coursework Costs (complete items 1-8) <input type="checkbox"/> Certification Costs* (only items 1-2, explain in Item 10) <input type="checkbox"/> Certification Renewal Costs* (only items 1-4, explain in Item 10) <input type="checkbox"/> Exam Fees* (only items 1-4, explain in Item 10) </div> </div>													
Expense Information (see reverse side for more expense)	(2) Time		(3) Location Where Training Was Provided		(4) Transportation				(5) Course Fees* (\$15 max per contact hour)		(6) Book Fees* (\$150 max per contact hour)		(7) Total Expenses per Day (add 4b, 4c, 4d, 5 and 6)	
	(1) Date	Leave Home	Arrive Home			Private Car \$.34/mile (4b) (4c) (4d) (4e) (4f) (4g) (4h) (4i) (4j) (4k) (4l) (4m) (4n) (4o) (4p) (4q) (4r) (4s) (4t) (4u) (4v) (4w) (4x) (4y) (4z) (4aa) (4ab) (4ac) (4ad) (4ae) (4af) (4ag) (4ah) (4ai) (4aj) (4ak) (4al) (4am) (4an) (4ao) (4ap) (4aq) (4ar) (4as) (4at) (4au) (4av) (4aw) (4ax) (4ay) (4az) (4ba) (4bb) (4bc) (4bd) (4be) (4bf) (4bg) (4bh) (4bi) (4bj) (4bk) (4bl) (4bm) (4bn) (4bo) (4bp) (4bq) (4br) (4bs) (4bt) (4bu) (4bv) (4bw) (4bx) (4by) (4bz) (4ca) (4cb) (4cc) (4cd) (4ce) (4cf) (4cg) (4ch) (4ci) (4cj) (4ck) (4cl) (4cm) (4cn) (4co) (4cp) (4cq) (4cr) (4cs) (4ct) (4cu) (4cv) (4cw) (4cx) (4cy) (4cz) (4da) (4db) (4dc) (4dd) (4de) (4df) (4dg) (4dh) (4di) (4dj) (4dk) (4dl) (4dm) (4dn) (4do) (4dp) (4dq) (4dr) (4ds) (4dt) (4du) (4dv) (4dw) (4dx) (4dy) (4dz) (4ea) (4eb) (4ec) (4ed) (4ee) (4ef) (4eg) (4eh) (4ei) (4ej) (4ek) (4el) (4em) (4en) (4eo) (4ep) (4eq) (4er) (4es) (4et) (4eu) (4ev) (4ew) (4ex) (4ey) (4ez) (4fa) (4fb) (4fc) (4fd) (4fe) (4ff) (4fg) (4fh) (4fi) (4fj) (4fk) (4fl) (4fm) (4fn) (4fo) (4fp) (4fq) (4fr) (4fs) (4ft) (4fu) (4fv) (4fw) (4fx) (4fy) (4fz) (4ga) (4gb) (4gc) (4gd) (4ge) (4gf) (4gg) (4gh) (4gi) (4gj) (4gk) (4gl) (4gm) (4gn) (4go) (4gp) (4gq) (4gr) (4gs) (4gt) (4gu) (4gv) (4gw) (4gx) (4gy) (4gz) (4ha) (4hb) (4hc) (4hd) (4he) (4hf) (4hg) (4hh) (4hi) (4hj) (4hk) (4hl) (4hm) (4hn) (4ho) (4hp) (4hq) (4hr) (4hs) (4ht) (4hu) (4hv) (4hw) (4hx) (4hy) (4hz) (4ia) (4ib) (4ic) (4id) (4ie) (4if) (4ig) (4ih) (4ii) (4ij) (4ik) (4il) (4im) (4in) (4io) (4ip) (4iq) (4ir) (4is) (4it) (4iu) (4iv) (4iw) (4ix) (4iy) (4iz) (4ja) (4jb) (4jc) (4jd) (4je) (4jf) (4jg) (4jh) (4ji) (4jj) (4jk) (4jl) (4jm) (4jn) (4jo) (4jp) (4jq) (4jr) (4js) (4jt) (4ju) (4jv) (4jw) (4jx) (4jy) (4jz) (4ka) (4kb) (4kc) (4kd) (4ke) (4kf) (4kg) (4kh) (4ki) (4kj) (4kk) (4kl) (4km) (4kn) (4ko) (4kp) (4kq) (4kr) (4ks) (4kt) (4ku) (4kv) (4kw) (4kx) (4ky) (4kz) (4la) (4lb) (4lc) (4ld) (4le) (4lf) (4lg) (4lh) (4li) (4lj) (4lk) (4ll) (4lm) (4ln) (4lo) (4lp) (4lq) (4lr) (4ls) (4lt) (4lu) (4lv) (4lw) (4lx) (4ly) (4lz) (4ma) (4mb) (4mc) (4md) (4me) (4mf) (4mg) (4mh) (4mi) (4mj) (4mk) (4ml) (4mm) (4mn) (4mo) (4mp) (4mq) (4mr) (4ms) (4mt) (4mu) (4mv) (4mw) (4mx) (4my) (4mz) (4na) (4nb) (4nc) (4nd) (4ne) (4nf) (4ng) (4nh) (4ni) (4nj) (4nk) (4nl) (4nm) (4nn) (4no) (4np) (4nq) (4nr) (4ns) (4nt) (4nu) (4nv) (4nw) (4nx) (4ny) (4nz) (4oa) (4ob) (4oc) (4od) (4oe) (4of) (4og) (4oh) (4oi) (4oj) (4ok) (4ol) (4om) (4on) (4oo) (4op) (4oq) (4or) (4os) (4ot) (4ou) (4ov) (4ow) (4ox) (4oy) (4oz) (4pa) (4pb) (4pc) (4pd) (4pe) (4pf) (4pg) (4ph) (4pi) (4pj) (4pk) (4pl) (4pm) (4pn) (4po) (4pp) (4pq) (4pr) (4ps) (4pt) (4pu) (4pv) (4pw) (4px) (4py) (4pz) (4qa) (4qb) (4qc) (4qd) (4qe) (4qf) (4qg) (4qh) (4qi) (4qj) (4qk) (4ql) (4qm) (4qn) (4qo) (4qp) (4qq) (4qr) (4qs) (4qt) (4qu) (4qv) (4qw) (4qx) (4qy) (4qz) (4ra) (4rb) (4rc) (4rd) (4re) (4rf) (4rg) (4rh) (4ri) (4rj) (4rk) (4rl) (4rm) (4rn) (4ro) (4rp) (4rq) (4rr) (4rs) (4rt) (4ru) (4rv) (4rw) (4rx) (4ry) (4rz) (4sa) (4sb) (4sc) (4sd) (4se) (4sf) (4sg) (4sh) (4si) (4sj) (4sk) (4sl) (4sm) (4sn) (4so) (4sp) (4sq) (4sr) (4ss) (4st) (4su) (4sv) (4sw) (4sx) (4sy) (4sz) (4ta) (4tb) (4tc) (4td) (4te) (4tf) (4tg) (4th) (4ti) (4tj) (4tk) (4tl) (4tm) (4tn) (4to) (4tp) (4tq) (4tr) (4ts) (4tt) (4tu) (4tv) (4tw) (4tx) (4ty) (4tz) (4ua) (4ub) (4uc) (4ud) (4ue) (4uf) (4ug) (4uh) (4ui) (4uj) (4uk) (4ul) (4um) (4un) (4uo) (4up) (4uq) (4ur) (4us) (4ut) (4uu) (4uv) (4uw) (4ux) (4uy) (4uz) (4va) (4vb) (4vc) (4vd) (4ve) (4vf) (4vg) (4vh) (4vi) (4vj) (4vk) (4vl) (4vm) (4vn) (4vo) (4vp) (4vq) (4vr) (4vs) (4vt) (4vu) (4vv) (4vw) (4vx) (4vy) (4vz) (4wa) (4wb) (4wc) (4wd) (4we) (4wf) (4wg) (4wh) (4wi) (4wj) (4wk) (4wl) (4wm) (4wn) (4wo) (4wp) (4wq) (4wr) (4ws) (4wt) (4wu) (4wv) (4ww) (4wx) (4wy) (4wz) (4xa) (4xb) (4xc) (4xd) (4xe) (4xf) (4xg) (4xh) (4xi) (4xj) (4xk) (4xl) (4xm) (4xn) (4xo) (4xp) (4xq) (4xr) (4xs) (4xt) (4xu) (4xv) (4xw) (4xx) (4xy) (4xz) (4ya) (4yb) (4yc) (4yd) (4ye) (4yf) (4yg) (4yh) (4yi) (4yj) (4yk) (4yl) (4ym) (4yn) (4yo) (4yp) (4yq) (4yr) (4ys) (4yt) (4yu) (4yv) (4yw) (4yx) (4yy) (4yz) (4za) (4zb) (4zc) (4zd) (4ze) (4zf) (4zg) (4zh) (4zi) (4zj) (4zk) (4zl) (4zm) (4zn) (4zo) (4zp) (4zq) (4zr) (4zs) (4zt) (4zu) (4zv) (4zw) (4zx) (4zy) (4zz)								

[illegible]

Certificate of Completion

Operator Certification Training

This certificate is presented to


Robert Benson

on successful completion of the
Water Treatment Series course
Total 36 Contact Hours
September 11 - 26, 2004
in Sacramento, California

Ray J. Stevens

Ray J. Stevens, M.S., Instructor

Sept. 26, 2004



Gene

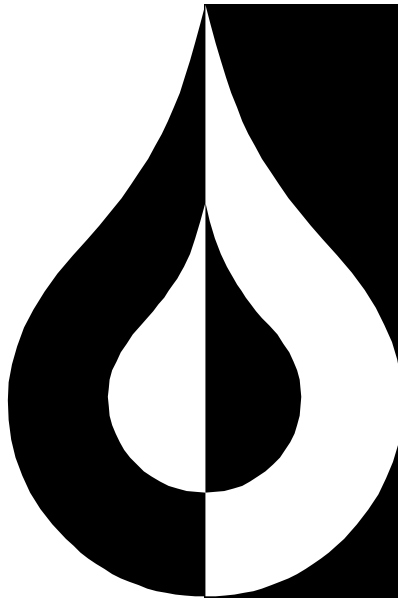
9/11/04

Paid in full by VISA
This is a 6-day series held over 3 weekends in Sacramento at Cal Expo. Cancellations subject to \$75 nonrefundable fee. Packet will be mailed with more information on class content, time and place, and other course details.

Note: A valid receipt is required for each day of parking claimed.

Appendix

- Application for Small Water System Operators Expense Reimbursement Grant
- Operator Expense Claim





APPLICATION FOR SMALL WATER SYSTEM OPERATORS EXPENSE REIMBURSEMENT GRANT



Operator number		Exam Results		Date Received				
Application approved for								
D1	D2					D3	D4	D5
T1	T2					T3	T4	T5
Acknowledgement sent		Approval sent						
Application NOT approved		Certificate dated		Certificate sent				
<input type="checkbox"/> Insufficient specialized training/verification <input type="checkbox"/> High school / GED information incomplete								
Comments								

PLEASE DO NOT WRITE ABOVE THIS LINE

Please type or print legibly in ink.

1 Reason for Application (check one)

- | | |
|---|---|
| <input type="checkbox"/> Operator Certification Exam and Fees
Grade 1 (fill out sections 1-4, 7, 10) | <input type="checkbox"/> Eligible Specialized Training
Grades 2 & 3 (fill out sections 1-6, 10) |
| <input type="checkbox"/> Operator Certification Exam Fees
Grade 2 & 3 (fill out sections 1-7, 10) | <input type="checkbox"/> Continuing Education
Grades 1, 2 & 3 (fill out sections 1-4, 8-10) |
| <input type="checkbox"/> Operator Certification Fees
Grades 2 & 3 (fill out sections 1-7, 10) | <input type="checkbox"/> Certification Renewal Costs
Grades 1, 2 & 3 (fill out sections 1-4, 8-10) |

2 Personal Information

Name (last, first, middle initial)		Date of birth / /		Social Security Number	
Mailing address (number, street)		City	State	ZIP code	
Work telephone number () Ext.		Home phone number ()		E-mail address	
Are you currently certified by the State of California as a water distribution operator ? <input type="checkbox"/> Yes <input type="checkbox"/> No		Operator number	Grade	Issue Date	
Are you currently certified by the State of California as a potable water treatment operator ? <input type="checkbox"/> Yes <input type="checkbox"/> No		Operator number	Grade	Issue Date	

3 Position Related Employment

Do you currently work for a community or non-transient non-community water system that services 3,300 or less? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Water System Facility	System ID Number
Do you currently work for more than one (1) water system? (If yes, please list all additional systems below)—Attach an additional sheet if necessary <input type="checkbox"/> Yes <input type="checkbox"/> No	
Water System Facility	System ID Number
Water System Facility	System ID Number
Are you the manager of the water system? (If not, enter manager's name below) <input type="checkbox"/> Yes <input type="checkbox"/> No	
Manager's Name	Manager's E-mail Address
Manager's telephone number ()	
Facility Address	City
State	ZIP Code

4 Education

Did you graduate from high school?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If not, do you possess a GED certificate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Date (month/year)	Name of High School or Education Center			Location (city/state)	

If you are applying for a **grade D1 or D2 Only**, and you do not have a high school diploma or GED certificate, you must have one year of experience as an operator of a facility that requires an understanding of a piping system that includes pumps, valves, and storage tanks.

If you are applying for a **grade T1 or T2 Only**, and you do not have a high school diploma or GED certificate, you must have one year of experience as an operator of a facility that requires an understanding of chemical feeds, hydraulic systems, or pumps.

Work History

From (mm/yy)	To (mm/yy)	Name of employer	
Address		Supervisor's Name	Supervisor's Telephone Number ()
Duties Performed—Attach additional sheet if necessary			

5

Specialized Training

☐ (For Grades 2 and 3 Water Distribution and Grades 2 & 3 Water Treatment applicants only. Grade 1 applicants proceed to item 7.)

You must fill in the course information below and attach legible copies of **OFFICIAL TRANSCRIPTS** or **CERTIFICATES OF COMPLETION** as proof of attainment of the required course work (certificates of completion must include the number of hours of instruction completed). *Please include only that information which verifies completion of the required course work.* **PLEASE NOTE: COPIES OF REPORT CARDS OR UNOFFICIAL TRANSCRIPTS ARE NOT ACCEPTABLE VERIFICATION OF COURSE WORK.**

Each course must be a minimum of 3 units or 36 hours of continuous formal instruction and must be provided by an accredited academic institution or an organization accredited by the International Association of Continuing Education Training (IACET).

Grade D2 applicants: One course covering the fundamentals of water supply principles.

Grade T2 applicants: One course of drinking water treatment.

Grade T3 applicants: Two courses, one of which must be in drinking water treatment, while the second course can be in drinking water or wastewater treatment, drinking water or wastewater quality, drinking water or waste water facility operation, or drinking water distribution.

Grade D3 applicants: Two courses, one of which must be in water supply principles, while the second course can be in drinking water or wastewater treatment, drinking water or wastewater quality, drinking water or waste water facility operation, or drinking water distribution.

6 Specialized Training Coursework

Course Subject:	<input type="checkbox"/> Drinking Water Treatment	<input type="checkbox"/> Water Supply Principles	<input type="checkbox"/> Supplemental Course
Course Title:	Units/Hours:	Date Completed:	
Instructor's Name:	College or Organization:		

Course Subject:	<input type="checkbox"/> Drinking Water Treatment	<input type="checkbox"/> Water Supply Principles	<input type="checkbox"/> Supplemental Course
Course Title:	Units/Hours:	Date Completed:	
Instructor's Name:	College or Organization:		

7 Examination Information

This application is for D T		Fee (see handbook)	Preferred Exam Site (see handbook for a list of sites)
This Application is for <input type="checkbox"/> Exam <input type="checkbox"/> Re-Exam			
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Do you have an ADA Title I disability/impairment for which you may need assistance during the exam? <i>If yes, please enclose a letter (from a professional authorized to make such assessments) that describes the specific accommodations that will be required.</i>	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Please indicate if your religious beliefs prevent you from taking the exam on Saturday. <i>If yes, please enclose a letter from your church stating that you are a member in good standing, and why you cannot participate in a Saturday examination.</i>	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	If you checked "yes" above, please enclose required letter. Is letter enclosed?	

8

☐ Continuing Education

(For Grades 1, 2 and 3 certification renewals. All other applicants proceed to item 10.)

Continuing education contact hours are required for the renewal of all water treatment and distribution certificates. Below are the amount of Continuing Education hours required for each grade:

Safety Course

Grades T1 and D1 applicants:	12 Hours of Continuing Education	- No more than 3 hours
Grades T2 and D2 applicants:	16 Hours of Continuing Education	- No more than 4 hours
Grades T3 and D3 applicants:	24 Hours of Continuing Education	- No more than 6 hours

Some courses are not presented in "contact hours" but in college units or CEU's, (Continuing Education Units). The number of contact hours per unit can vary among colleges and training providers but generally the following conversions will apply:

1 CEU = 10 contact hours
3 quarter units = 30 contact hours
3 semester units = 45 contact hours

9 Continuing Education Coursework

Course Subject:	<input type="checkbox"/> Drinking Water Treatment/Distribution	<input type="checkbox"/> Safety
Course Title:	Units/Hours:	Date Completed:
Instructor's Name:	CE Provider's Name:	CE Provider's Telephone Number: ()
Course Subject:	<input type="checkbox"/> Drinking Water Treatment/Distribution	<input type="checkbox"/> Safety
Course Title:	Units/Hours:	Date Completed:
Instructor's Name:	CE Provider's Name:	CE Provider's Telephone Number: ()
Course Subject:	<input type="checkbox"/> Drinking Water Treatment/Distribution	<input type="checkbox"/> Safety
Course Title:	Units/Hours:	Date Completed:
Instructor's Name:	CE Provider's Name:	CE Provider's Telephone Number: ()

10 SIGNATURE OF APPLICANT

I the undersigned certify that I am the above-named applicant; that all statements made on this application are true and correct; that I understand that any misrepresentations may result in ineligibility for the examination applied for or revocation of any certificate granted, pursuant to Section 106876 of the Health and Safety Code.



Original Signature (Please sign in blue ink.)

Date

This information is required by the California Department of Health Services, Drinking Water Technical Programs Branch. The authority for maintaining the requested information is the California Code of Regulations, Title 22, Section 63810. All information required on the application form must be provided by the applicant. Failure to complete any portion of this form may result in delay or denial of eligibility for examination and/or certification. The information provided is used to evaluate the applicant's eligibility for examination as a water distribution operator. No transfers of this information are anticipated. For more information, or access to your records, contact the California Department of Health Services, Drinking Water Program, Operator Certification Unit, MS 7417, P.O. Box 997413, Sacramento, CA 95899-7413; telephone number (916) 449-5611.

CPS Human Resource Services

Small Water System Operators Expense Reimbursement Grant

Operator Expense Claim

Personal Info.	Claimant's Name					Home Phone					Soc. Sec. Number					
	Residence Address					City					State		Zip Code			
	Water System / Company Name															
	System ID (7-digit Number):								Work Phone					Position		
	Work Address					City					State		Zip Code			

Course Info.	Course Title:					Units/Hours:					Date Completed:				
	Instructor's Name:			College/ Organization/CE Provider:					Phone Number:						

Claim	Expense claim is for:		<input type="checkbox"/> Coursework Costs (complete items 1-9)			<input type="checkbox"/> Certification Costs* (skip items 1-9, explain in item 10)			<input type="checkbox"/> Certification Renewal Costs* (skip items 1-9, explain in item 10)			<input type="checkbox"/> Exam Fees* (skip items 1-9, explain in item 10)		
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Expense Information <small>(see reverse side for more spaces)</small>	(1) Date	(2) Time		(3) Location Where Training Was Provided	(4) Transportation				(5) Course Fees* (\$15 max per contact hour)	(6) Book Fees* (\$150 max per class)	(7) Total Expenses per Day (add 4b, 4c, 4d, 5 and 6)
		Leave Home	Arrive Home		Private Car \$.34/mile		Expenses				
				(4a) Miles	(4b) Amt. (4a x .34)	(4c) Tolls*	(4d) Parking*				
	(8) Subtotals from Continued Page										
	(9) Totals										
	(10) Remarks or Details (attach original receipts) \$_____ Amount of certification costs <div style="text-align: right; font-weight: bold;">*Original receipt is required</div>										
Please indicate how you traveled: <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div> <input type="checkbox"/> I was driver Vehicle License # _____ </div> <div> <input type="checkbox"/> I was passenger (mileage not reimbursed) Vehicle License # _____ </div> </div>											
I hereby certify that the above is a true account of the expenses incurred by me in accordance with the Small Water System Operators Expense Reimbursement Grant, in the services of the State of California. I understand that any misrepresentations may result in ineligibility for reimbursement or criminal charges in fraudulent cases.											
Print Name of Claimant					Signature of Claimant (not valid without signature)					Date	

Applicant must provide all information required on this application form. Failure to complete any portion of this application may result in delay or denial of eligibility for reimbursement.



CPS Human Resource Services
 SWS Operators Expense Reimbursement Grant
 241 Lathrop Way
 Sacramento, CA 95815

CPS USE ONLY	Vendor #			
	Invoice #	File # A1177		
	Invoice Date:	Disb Code:	Claimant Reimbursement	
	Reference <u>REIMBURSEMENT</u>	TOTAL TO BILL DHS		
	Print Name of the Officer Approving Payment		Signature of the Officer Approving Payment	

***Original receipt is required**

	(1) Date	(2) Time		(3) Location Where Training Was Provided	(4) Transportation				(5) Course Fees* (\$15 max per contact hour)	(6) Book Fees* (\$150 max per class)	(7) Total Expenses per Day (add 4b, 4c, 4d, 5 and 6)
		Leave Home	Arrive Home		Private Car \$.34/mile		Expenses				
					(4a) Miles	(4b) Amt. (4a x .34)	(4c) Tolls*	(4d) Parking*			
Subtotals (carry over to item 8 on page 1)											